

CalWORKs and FOOD STAMPS DATA SYSTEMS DESIGN TASKFORCE

Systems Maintenance Unit (SMU)

TRANSMITTAL NUMBER: 05- 01 (CW)

April 08, 2005

TO: All Performance Measurement County and Field Operations
Bureau Staff

SUBJECT/PURPOSE: Revised Instructions for the Completion of the Federal New
Applicant Data Item.

RELATED REFERENCE: None.

SUPERSEDES: All Prior References.

EFFECTIVE DATE: On Receipt.

BACKGROUND:

This transmittal provides revised instructions for the completion of Item T10 (New Applicant). The revised instructions simplify and clarify coding for Item T10 (New Applicant). The main element in determining if this is a New Applicant case is that the month of application must be preceded by a calendar month of nonassistance. The revised instructions are effective with the receipt of this transmittal.

T10. New Applicant

Code 1: Yes, this is a new applicant case.

Code 2: No, this is not a new applicant case.

A "new Applicant" means the reporting month is the first month in which the CalWORKs family received assistance and the AU has had a chance to be selected into the CalWORKs sample. This may be either the first month that the CalWORKs family has ever received assistance or the first month of a new spell of assistance. The defining feature of a "new spell of assistance" is that the month of application is preceded by a calendar month of nonassistance.

The "first" payment could be either in the first or second month.

First month example:

The applicant applies for assistance on January 15, 2005. December 2004 was a month of nonassistance. The application is approved January 25th and payment is authorized. This case is a new applicant for the January sample.

Second month example:

The applicant applies for assistance on January 15, 2005. December 2004 was a month of nonassistance. The application is approved February 15th and payment is authorized for both January and February. This case is a new applicant for the February sample.

Note:

A CalWORKs family that is reinstated from a suspension is not a new applicant.

An Inter County Transfer (ICT) is not a new applicant.

INSTRUCTIONS:

Beginning with the receipt of this transmittal, use these instructions for the completion of Item T10 until they can be incorporated into a new version of Q5i. The T10 instructions should be photocopied and distributed to your staff.

INQUIRIES:

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Original Signed by Joeana Carpenter

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